

**Certificate of Achievement for Excellence in Financial Reporting
(CAFR Program)**

How to Submit a Report

Participants should send the appropriate fee and three (3) copies of each of the following:

- Application
- Responses to all comments and suggestions for improvement from the prior year review (not applicable to internal/“in-house” reviews of reports deemed ineligible)
- Comprehensive annual financial report (hardcopy, CD, web site reference)